

**SECTION L**  
**INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS**

**L-1. 52.204-6 DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER (OCT 2003)**  
(Reference)

**L-2. 252.209-7001 DISCLOSURE OF OWNERSHIP OR CONTROL BY THE GOVERNMENT OF A  
TERRORIST COUNTRY (MAR 1998)**  
(Reference 209.104-70)

**L-3. 52.215-1 INSTRUCTIONS TO OFFERORS—COMPETITIVE ACQUISITION (MAR 2001)**  
(Reference 15.209)

**L-4. 52.215-16 FACILITIES CAPITAL COST OF MONEY (JUNE 2003)**  
(Reference 15.408)

**L-5. 52.222-24 PREAWARD ON-SITE EQUAL OPPORTUNITY COMPLIANCE EVALUATION (FEB  
1999)**  
(Reference 22.810)

**L-6. 52.237-1 SITE VISIT (APR 1984)**  
(Reference 37.110)

**L-7. 52.211-14 NOTICE OF PRIORITY RATING FOR NATIONAL DEFENSE USE (SEP 1990)**

Any contract awarded as a result of this solicitation will be [ ]DX rated Order; [X] DO rated order certified for national defense use under the Defense Priorities and Allocations System (DPAS) (15 CFR 700), and the Contractor will be required to follow all of the requirements of this regulation.'

**L-8. 52.215-20 REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN  
COST OR PRICING DATA (OCT 1997)**

(a) Exceptions from cost or pricing data. (1) In lieu of submitting cost or pricing data, offerors may submit a written request for exception by submitting the information described in the following subparagraphs. The Contracting Officer may require additional supporting information, but only to the extent necessary to determine whether an exception should be granted, and whether the price is fair and reasonable.

(i) Identification of the law or regulation establishing the price offered. If the price is controlled under law by periodic rulings, reviews, or similar actions of a governmental body, attach a copy of the controlling document, unless it was previously submitted to the contracting office.

(ii) Commercial item exception. For a commercial item exception, the offeror shall submit, at a minimum, information on prices at which the same item or similar items have previously been sold in the commercial market that is adequate for evaluating the reasonableness of the price for this acquisition. Such information may include--

(A) For catalog items, a copy of or identification of the catalog and its date, or the appropriate pages for the offered items, or a statement that the catalog is on file in the buying office to which the proposal is being submitted. Provide a copy or describe current discount policies and price lists (published or unpublished), e.g., wholesale, original equipment manufacturer, reseller. Also explain the basis of each offered price and its relationship to the established catalog price, including how the proposed price relates to the price of recent sales in quantities similar to the proposed quantities;

(B) For market-priced items, the source and date or period of the market quotation or other basis for market price, the base amount,

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and applicable discounts. In addition, describe the nature of the market;

(C) For items included on an active Federal Supply Service Multiple Award Schedule contract, proof that an exception has been granted for the schedule item.

(2) The offeror grants the Contracting Officer or an authorized representative the right to examine, at any time before award, books, records, documents, or other directly pertinent records to verify any request for an exception under this provision, and the reasonableness of price. For items priced using catalog or market prices, or law or regulation, access does not extend to cost or profit information or other data relevant solely to the offeror's determination of the prices to be offered in the catalog or marketplace.

(b) Requirements for cost or pricing data. If the offeror is not granted an exception from the requirement to submit cost or pricing data, the following applies:

(1) The offeror shall prepare and submit cost or pricing data and supporting attachments in accordance with Table 15-2 of FAR 15.408.

(2) As soon as practicable after agreement on price, but before contract award (except for unpriced actions such as letter contracts), the offeror shall submit a Certificate of Current Cost or Pricing Data, as prescribed by FAR 15.406-2.

(End of provision)

**L-9. 52.216-1 TYPE OF CONTRACT (APR 1984)**

The Government contemplates award of a single firm fixed price indefinite delivery indefinite quantity contract resulting from this solicitation.

(End of provision)

**L-10. 52.233-2 SERVICE OF PROTEST (AUG 1996)**

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from Contracting Officer, TRICARE Management Activity, Contract Management Division, 16401 East Centretch Parkway, Aurora, CO 80011.

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of provision)

**L-11. 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)**

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

(1) <http://www.arnet.gov/far/loadmainre.html>

(2) <http://www.acq.osd.mil/dp/dars/dfars.html>

(End of provision)

**L-12. GENERAL**

L-12.1. This section provides instructions for preparing proposals. Offerors are cautioned to follow Section L-13., Information, and L-14., Proposal

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Preparation, instructions carefully to assure the Government receives consistent information in a form that will facilitate proposal evaluation.

L-12.2. Proposals will be evaluated on the written information submitted by the offerors. Alternate proposals will not be accepted or evaluated. The Government intends to evaluate proposals and award a contract without discussions. Therefore, offerors' initial proposals should contain their best terms from a price and technical standpoint. The Government reserves the right to conduct discussions if the Contracting Officer determines them to be necessary.

L-12.3. Proposals shall be clear, concise, and shall include sufficient detail for effective evaluation and for substantiating the validity of stated claims. The proposal should not simply rephrase or restate the Government's requirements, but shall provide convincing rationale to address how the offeror intends to meet the requirements. Offerors shall assume that the Government has no prior knowledge of their facilities and experience.

L-12.4. Elaborate brochures or documentation, binding, detailed artwork, or other embellishments shall not be submitted.

L-12.5. In accordance with Federal Acquisition Regulation Subpart 4.8, Government Contract Files, the Government will retain one copy of all proposals. The Government will destroy extra copies of unsuccessful proposals.

**L-13. INFORMATION**

L-13.1. Section L-14 provides instructions for preparing proposals. Offerors are cautioned to follow the instructions carefully to assure the Government receives consistent information in a form that will facilitate proposal evaluation.

L-13.2. Quantities identified in Section B are estimates. A guaranteed minimum quantity and a maximum quantity are provided as the projected population range for active duty and active duty family members. (See Section L, Attachment L-5 for the Estimated Remote Population for TRICARE Puerto Rico, with an estimated range of Active Duty and Active Duty Family Members.) The "estimated" quantity in Section B is the simple average of these two figures. Offerors may make their own assessment of the projected quantity of population using their own business judgment, knowledge of the geography and demographics of the area, or any other data in the preparation of the per member per month rates. However, for purposes of the evaluation, the government will use the estimated population quantities in the schedule. The estimated quantities are for information purposes only and do not represent a commitment on the part of the government that these quantities of population will actually be covered.

L-13.3. Offerors will submit their anticipated organization in their technical proposal. This document must include the prime contractor and major first tier subcontractors. The organization structure will include addresses and telephone numbers. In the case of a joint venture or other business structure, a clear description of the organizational relationships must be disclosed. Key personnel must be identified in accordance with Section H-1.2.

L-13.4. Proposals shall be marked as follows:

(Offeror's company name)  
H94002-04-R-0001  
TRICARE Healthcare-Puerto Rico

L-13.5. Offerors are to submit proposals to the Contracting Officer at the address indicated below. The proposals are to be in electronic format, on CD-ROM, compatible with Microsoft Office XP applications (i.e., Microsoft Word and Microsoft Excel). Each CD-ROM submitted shall be read only. In addition, each CD-ROM must be made "final." "Final" is a recording option that renders the CD totally used so no other data tracks can be added. Two copies of each CD are to be submitted. Do not use compressed file formats. Documents such as annual reports, previously printed materials, graphics or any other documents that

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cannot be submitted in electronic form are exempt; two hardcopies of these materials will be submitted. Financial information, to the extent possible, shall be submitted electronically. The signed original Standard Form 33, and Sections B, G, and K, along with any financial information that is not available electronically, shall be submitted in hardcopy. Electronic versions of SF33 and Sections B, G, and K shall be provided on the price proposal CD-ROM. In the event that there is a discrepancy between the submitted hard copy documents and the electronic (written) version of the documents, the electronic version submitted by the offeror will be considered the accurate document.

L-13.5.1. Proposal (CD-ROMs and required hardcopies) should be sent to:

Department of Defense  
TRICARE Management Activity  
Contract Management Division/CMB Contracting Officer,  
TRICARE Healthcare-Puerto Rico  
16401 East Centretex Parkway  
Aurora, CO 80011-9066

Solicitation Number H94002-04-R-0001 should be clearly marked on the proposal envelope or package.

L-13.6. Each CD-ROM will include on its label the proposal date, the solicitation number, and be identified as the price proposal, technical proposal, past performance proposal, financial information, and subcontracting plan. A separate CD is required for each of the price proposal, technical proposal, past performance, financial information (to the extent possible), and subcontracting plan. Submissions will be virus free.

L-13.7. The proposal acceptance period is specified in Block 12 of the Standard Form 33. Offerors are instructed to indicate in Block 12 that the proposal is valid for a minimum of 120 calendar days. Proposals which indicate acceptance periods less than 120 calendar days will be deemed not to meet proposal submission requirements.

L-13.8. If a final proposal revision is requested during this acquisition cycle, specific instructions shall be given at that time; however, to reiterate, the Government fully intends to award based on initial proposals.

L-13.9. The Contracting Officer and the Contract Specialist are the sole points of contact for this procurement. Questions regarding the solicitation or other concerns are to be submitted electronically to the Contracting Officer/Specialist via the TRICARE Healthcare-Puerto Rico solicitation website, accessible through the TMA website at:  
<http://www.tricare.osd.mil/contracting/healthcare/solicitations/index.cfm>

L-13.10. Questions must be submitted through the T-NEX website identified above. Responses will be communicated to all interested parties through the TNEX TRICARE Healthcare-Puerto Rico website. Questions submitted after close of business on January 21, 2004, may not be addressed by the Government.

L-13.11. The remarks, explanations, and answers provided by Government representatives, at any time, whether orally or in writing, will not change or qualify any of the terms or conditions of the RFP. The RFP can only be changed by the Contracting Officer. Where a potential conflict arises between the RFP and a Government representative's remark, explanations, or answer, the RFP takes precedence.

L-13.12. Paper copies of the RFP are not available.

L-13.13. Offerors may access the associated TRICARE Manuals through the TRICARE Healthcare-Puerto Rico solicitation website, accessible at:  
<http://www.tricare.osd.mil/contracting/healthcare/solicitations/index.cfm>.  
Paper copies or CDs are not available.

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**L-14. PROPOSAL PREPARATION**

L-14.1. The proposal shall consist of 6 separate volumes/CD-ROMs: (1) Solicitation Documents, (2) Technical, (3) Past Performance (4) Price, (5) Financial Information, and (6) Subcontracting Plan. All text shall be typed and in a font no smaller than 12 point. All pages shall be double spaced and all pages shall have a one inch margin on all four sides. Proposals will be reviewed for completeness and for compliance with the instructions provided in this request for proposals. Proposals that do not include all required information, or do not comply with preparation instructions may be rejected.

L-14.2. A subcontracting plan shall be submitted with the proposal, unless the offeror certifies in Section K to be a small, small disadvantaged or women owned small business.

L-14.3. The proposal volumes below shall be submitted on separate CD-ROMs. In addition, the offeror may submit an original cover letter to the proposal.

L-14.4. Proposal Volumes

**L-14.4.1. VOLUME I, (CD# 1) Solicitation Documents.** Includes the following:

L-14.4.1.1. Complete SF 33 (page 1 of the RFP), signed and dated; and acknowledgement of receipt of all amendments and also the proposal acceptance period as specified in Block 12 that the proposal is valid for a minimum of 120 calendar days. Proposals which indicate acceptance periods less than 120 calendar days will be deemed not to meet proposal submission requirements. Original in hardcopy format and an electronic copy.

L-14.4.1.2. Acknowledgement of all amendments (on SF33, within cover letter, or by returning, with signature, all amendments issued). Original in hardcopy format and an electronic copy.

L-14.4.1.3. Complete Section G, Contract Administration Data, with Original in hardcopy format and an electronic copy.

L-14.4.1.4. Complete Section K, Representations, Certifications, and Other Statements of Offerors. Original in hardcopy format and an electronic copy.

L-14.4.1.5. Electronic submission of the above documents shall be submitted on 2 identical CDs marked "Solicitation Documents."

**L-14.4.2. VOLUME II, (CD# 2) - EVALUATION FACTOR 1 - Technical Proposal.**

Includes the following:

L-14.4.2.1. Technical Proposal - Text and any attachments.

L-14.4.2.2. Submit all technical proposal requirements electronically on 2 identical CD-ROM's.

L-14.4.2.2.1. The TECHNICAL PROPOSAL volume shall conform to the requirements set forth below.

L-14.4.2.2.2. The technical proposal shall be contained in a single, separate Word file.

L-14.4.2.2.2.1. The pages will be numbered beginning with the first page; to include any title pages, tables of contents, attachments, etc.

L-14.4.2.2.2.2. Text font shall be no smaller than 12 point and lines shall be double spaced.

L-14.4.2.2.3. FORMAT. Technical Proposals submitted shall follow the outline below:

EXECUTIVE SUMMARY  
TECHNICAL APPROACH

L-14.4.2.2.4. The offeror shall present in its Executive Summary the Technical Approach.

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L-14.4.2.2.5. EXECUTIVE SUMMARY. The offeror shall include an Executive Summary describing the key features of its proposal. The summary shall be limited to 10 double-spaced pages including any charts, diagrams, or other illustrations. The Executive Summary must include an organizational chart and a staffing/manning chart; these are part of the 10 page limit.

L-14.4.2.2.6. TECHNICAL APPROACH. The technical proposal shall not be longer than 100 pages, double spaced, excluding the Executive Summary. All pages over 100 pages will be discarded and will not be evaluated. The offeror is cautioned to carefully review the scope of work in Section C, the proposal submission instructions below, and the evaluation factors listed in Section M to determine the issues to be addressed.

L-14.4.2.2.7. Work that is to be subcontracted shall be identified in the proposal.

L-14.4.2.2.8. The offeror shall describe its network development and operations program. The description shall include: How the offeror's network sizing model is designed to meet the regulatory access standards of 32 CFR 199.17. The discussion of the model shall include how the number and specialty of providers in Prime areas and how this sizing supports the enrolled population in the Prime areas. The offeror shall describe its plans and procedures for providing PCMs to each enrollee. The description shall include the offeror's plan for ensuring the providers are properly versed in TRICARE requirements. The offeror shall demonstrate that its quality management/quality improvement plan will ensure access to qualified providers within the access standards and ensures adjustments to changes in population size.

**L-14.4.3. VOLUME III (CD# 3) - EVALUATION FACTOR 2 - PAST PERFORMANCE/PERFORMANCE RISK**

L-14.4.3.1 The offeror shall submit information on past performance in a separately identified electronic submission. The past performance and experience information shall be submitted by noon Mountain time, January 21, 2004.

L-14.4.3.2 The offeror shall provide a narrative that describes the relevant past performance that the prime contractor and first tier subcontractor(s) has in performing work that is relevant to this solicitation. The term "Prime contractor", for the purpose of submitting past performance information, includes an entity that is a consortium of entities. The narrative shall not exceed 15 pages; each page after the first 15 will be discarded and not considered in the evaluation. For purposes of this section, a first tier subcontractor is a subcontractor with a direct contractual relationship with the offeror and meets the subcontractor definition in the TRICARE Operations Manual, Appendix A. A first tier subcontractor excludes institutional, professional and other providers as defined in 32 CFR 199.6. The Government will only consider relevant past performance gained within the last three years. (The last 3 years is defined as: 3 years as of 60 calendar days prior to the proposal due date.) All relevant past performance shall to be submitted. The offeror may submit any relevant past performance it believes demonstrates to the Government the capability of the prime and subcontractors to perform the required administrative services.

L-14.4.3.3 Within the narrative, the offerors are required to explain what aspects of the contracts are deemed relevant to the proposed efforts, and to what aspects the proposed efforts relate. Offerors shall explain the function of the Prime and each subcontractor as it relates to this contract. The offeror is required to clearly demonstrate management actions employed in resolving problems and the effects of those actions, in terms of improvements achieved or problems rectified.

L-14.4.3.4 The offeror and each of the first tier subcontractors shall submit a past performance report for each of their current top three overall accounts based on gross revenues (Attachment L-1). The offeror shall not include

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accounts from their own subsidiaries, or other team members; however the Prime may submit reports on its proposed subcontractors when requested by the subcontractor of them. If the offeror, and/or its first tier subcontractors, has less than three accounts that are relevant to this solicitation, the offeror must so state. The government expects these references to be among those included in the proposal material documenting relevant past performance. It is the offeror's responsibility to have the past performance record completed by the referenced client. The reports are to be completed by the most cognizant officer of the account or, if it is a Government account, the Contracting Officer or its equivalent. The signature must be dated no earlier than the solicitation release date. The offeror shall provide a no more than 3 page discussion of the work performed for each of the references supplied. Specifically, the offeror shall discuss the scope of the work, relevance to this solicitation, the magnitude of effort, any notable successes achieved through the offeror's efforts, any problems that developed, or negative relevant past performances and how the offeror responded.

L-14.4.3.5 If the offeror, or its first tier subcontractor(s), were formed solely for the purposes of proposing on this solicitation and the parent corporation or consortium has relevant past performance, the offeror shall submit their top three account information on its parent organization or each member of the consortium. The offeror must document how the parent corporation's or consortium's past performance is relevant to this solicitation.

L-14.4.3.6 The offeror and each of its first tier subcontractors shall submit information as specified in Attachment L-2 for the top three accounts (based on gross revenues) terminated and/or not renewed within the 36 months preceding the submission of the proposal. The reports are to be completed by the most cognizant officer of the account. The signature must be dated no earlier than the solicitation release date. If three do not exist, the offeror must so state. The offeror shall provide a no more than 3 page discussion of the work performed for each of the references supplied. Specifically, the offeror shall discuss the scope of the work, reason for termination/not renewed, the relevance to this solicitation, the magnitude of effort, any notable successes achieved through the offeror's efforts, any problems that developed, or negative relevant past performances and how the offeror responded.

L-14.4.3.7 The offeror shall submit information on key personnel of prime and first tier subcontractors describing past performance relevant to the proposal (Attachment L-3). The key personnel information shall address specific information on qualifications and demonstrated performance activities relevant to their proposed positions, including individual leadership qualities. Offerors are advised that TMA may contact none, any, or all references provided on the forms and may contact other third parties as determined necessary.

**L-14.4.4 VOLUME IV (CD# 4) - EVALUATION FACTOR 3 - Price Information.** Includes the following. |

L-14.4.4.1. Offerors shall submit a completed Section B, Schedule of Supplies and Services (also referred to as "the Schedule").

L-14.4.4.2. Information other than cost or pricing data is required for this procurement in accordance with FAR 15.403-3. This information may be submitted in the offeror's own format and does not require certification. If the Contracting Officer requires additional cost information to determine a price fair and reasonable, offerors may be required to submit cost or pricing data supported by a Certificate of Current Cost or Pricing Data.

L-14.4.4.2.1. For the per member per month managed care fees this information may include relevant sales data (i.e., prices for the same or similar items) sold in the past three years. The offeror may also choose to provide any other relevant data to support the reasonableness of their prices. For example, if the offeror chooses to claim "market pricing" the offeror should describe the nature of the relevant market and how that market affects the offered price |

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including the source and date or period of any relevant market quotation or other basis for market price, the base market price, and applicable discounts or other price adjustments. The offeror may also provide copies of contracts with other customers to document the prices charged. Each of the unit prices proposed for CLINs 0001 through 4004 (excluding Contracting Officer Directed Travel) shall represent the total administrative price for that respective CLIN, including all direct costs, indirect costs, and profit.

L-14.4.4.3. CLIN 0001 (Transition-in). The transition-in CLIN unit price and amount shall be proposed as a one-lot price, in terms of whole dollars, with no cents. The offeror shall provide information other than cost or pricing data supporting the proposed price by identifying the direct labor costs (i.e., number of staff and total direct labor costs) and other direct costs (i.e., equipment, telephones, computers, etc.).

L-14.4.4.4. CLINs X001 (Managed Care Fee Per Member Per Month for Active Duty). The managed care fee CLIN shall be proposed as per member per month prices, in whole dollars and cents; these CLINs should not be submitted in fractions of cents. The extended unit prices ("amount") should be rounded to whole dollars. *For Option Periods 1, 2, and 3, the "amount" column in the Schedule will be determined by multiplying the "unit" price by the estimated "quantity" provided in the Schedule, multiplied by 12 months. Please note for Option Period 4, the "amount" column in the Schedule will be determined by multiplying the "unit" price by the estimated "quantity" provided in the Schedule, multiplied by 9 months. Please note: the automated system which generates the Schedule does not allow for an additional column to display the number of months, therefore, it is incumbent upon the offeror to make this additional calculation and submit the final, annual estimated amount in the "amount" column.*

L-14.4.4.5. CLINs X002 (Managed Care Fee Per Member Per Month for Active Duty Family Members). The managed care fee CLIN shall be proposed as per member per month prices, in whole dollars and cents; these CLINs should not be submitted in fractions of cents. The extended unit prices ("amount") should be rounded to whole dollars. *For Option Periods 1, 2, and 3, the "amount" column in the Schedule will be determined by multiplying the "unit" price by the estimated "quantity" provided in the Schedule, multiplied by 12 months. For Option Period 4, the "amount" column in the Schedule will be determined by multiplying the "unit" price by the estimated "quantity" provided in the Schedule, multiplied by 9 months. Please note: the automated system which generates the Schedule does not allow for an additional column to display the number of months, therefore, it is incumbent upon the offeror to make this additional calculation and submit the final, annual estimated amount in the "amount" column.*

L-14.4.4.6. CLINs X003 (Case Management Fee for Non-Enrolled Active Duty). The case management fee CLIN shall be proposed as per case unit prices, and multiplied by the estimated quantity. The unit and amount prices shall be in whole dollars with no cents.

L-14.4.4.7. CLINs X004 (Transition-Out). The transition-out CLIN unit price and amount shall be proposed as a one-lot price, in terms of whole dollars, with no cents. *All compensation to perform the transition-out services, which may include severance in accordance with company procedures, should be included in the transition-out CLINs.* The offeror shall provide information other than cost or pricing data supporting the proposed price by identifying the direct labor costs (i.e., number of staff and total direct labor cost) and other direct costs (i.e., equipment disposal, etc.).

L-14.4.4.8. CLINs X005 (Contracting Officer Directed Travel). The contracting officer directed travel CLINs will be established with a one-lot not to exceed (NTE) amount of \$20,000 annually. The offeror shall propose \$20,000 for the unit price and amount.

L-14.4.4.9. The Defense Contract Audit Agency (DCAA) may be requested to perform reviews of prime and subcontractors to include preaward surveys,



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indirect rate and labor rate reviews, disclosure statement and business system reviews, inflation projections, major cost account reviews including indirect expenses and rates, basis of labor rate or salary estimates, unallowable costs, and financial viability.

**L-14.4.5. Volume V (CD# 5)- Financial Information.** Includes the following:

L-14.4.5.1. The offeror must demonstrate adequate financial resources to perform the prospective contract or demonstrate an ability to obtain adequate financial resources. This information includes information on the offeror's line(s) of credit, funding mechanisms, and future plans for additional lines of credit. Offerors shall submit the three most recent years' of financial statements (annual reports if publicly traded, balance sheets, income statements). The data must be submitted on the parent corporation, on the subsidiary offeror (if applicable), and on any prior or prospective significant merger candidates.

L-14.4.5.2. Offerors shall clearly label all financial statements as audited or unaudited and include the date last audited, by whom the data was audited, and the date, if applicable, of any certification of the financial statements by the responsible company official. All off-balance sheet arrangements and related party transactions must be clearly disclosed and explained. The financial information submitted will be used by the contracting officer in making a financial responsibility determination.

L-14.4.5.3. Offerors that are start-up companies, without annual reports, shall provide historical documents (e.g., tax returns), projected income statements and balance sheets, and narrative documentation supporting their ability to obtain financial resources to perform the contract.

L-14.4.5.4. Copies of adverse financial items uncovered in the last three years' State Insurance Department audits shall be submitted, if applicable. Offerors shall provide a supporting narrative, including a brief description of anomalies in the submitted financial data and a brief description of any projected increases and decreases in the offeror's business base.

L-14.4.5.5. Offerors shall include a guarantee from the offeror's holding or parent company indicating their willingness to guarantee complete and faithful performance of the offeror and to provide the offeror all necessary and required resources including financing, which are necessary to assure the full, complete and satisfactory performance of the contract. The format for this guarantee is DLA Form 621, dated February 1973, provided at Attachment L-4.

**L-14.4.6. Volume VI, (CD# 6) Small Business Plan**

L-14.4.6.1. Offerors not designated as small businesses shall submit a subcontracting plan pursuant to Federal Acquisition Regulation (FAR) 19.702 and the clause 52.219-9 entitled "Small Business Subcontracting Plan". The subcontracting plan will meet the minimum requirements set forth in the FAR. The plan must be reviewed and approved by the Contracting Officer prior to contract award.

L-14.4.6.2. Offerors will submit information indicating the extent to which they attained applicable goals for small disadvantaged business participation under two contracts (in the past 5 years) that required subcontracting plans. If the offeror has not had 2 contracts that required subcontracting plans, the offeror must so state.

**L-15. ATTACHMENTS**

L-15.1. The following attachments and documents form an integral part of this solicitation. The contractor is required to comply with the direction provided by this section.

ATTACHMENTS IN SUPPORT OF PROPOSAL PREPARATION

Attachment L-1	Past Performance Report (Current Contract/Program)
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Attachment L-2	Past Performance Report (Terminated/Not Renewed Contract/Program)
Attachment L-3	Key Personnel Information
Attachment L-4	DLA Form 621, Guaranty Agreement for Corporate Guarantor
Attachment L-5	Estimated Remote Population in Country

(End of Section)